VA DEQ
EMS

RECORDS (4.5.3)

Records (cont.)

Section 4.5.3 of the standard contains the requirements for records within the environmental management system.

Records (cont.)

The basic issue that needs to be addressed in the records section is

HOW DOES THE ORGANIZATION HANDLE RECORDS ASSOCIATED WITH THE EMS?

Records (cont.)

Three specific issues must be addressed:

1.   Organization must establish and maintain a records retention system for the necessary supporting documentation relating to the EMS.

2.   Organization must establish retention timeframes for the records.

3.   Records archived in a traceable and identifiable fashion.

R-004

Records (cont.)

Universe of records for retention:

1.   Legal and other requirements

2.   Permits

3.   Environmental aspects and impacts

4.   Environmental training

5.   Inspection and calibration information

6.   Monitoring data

R-005

Records (cont.)

Universe of records for retention: (cont.)

7.   Nonconformance reports and follow-up information

8.   Environmental audits

9.   Management reviews

10.   Emergency preparedness response information

11.   Etc.

Records (cont.)

Retention Time Frames:

1.   Permits--established by regulatory groups

2.   Suggestion--maintain records related to previous nonconformance longer than other time frames.

Records (cont.)

Record system should be indexed and archived in such a manner that any searches can be accurately and quickly completed.

Records (cont.)

NOTE:

The records that support the EMS are extremely important to the organization with respect to audits and management reviews.